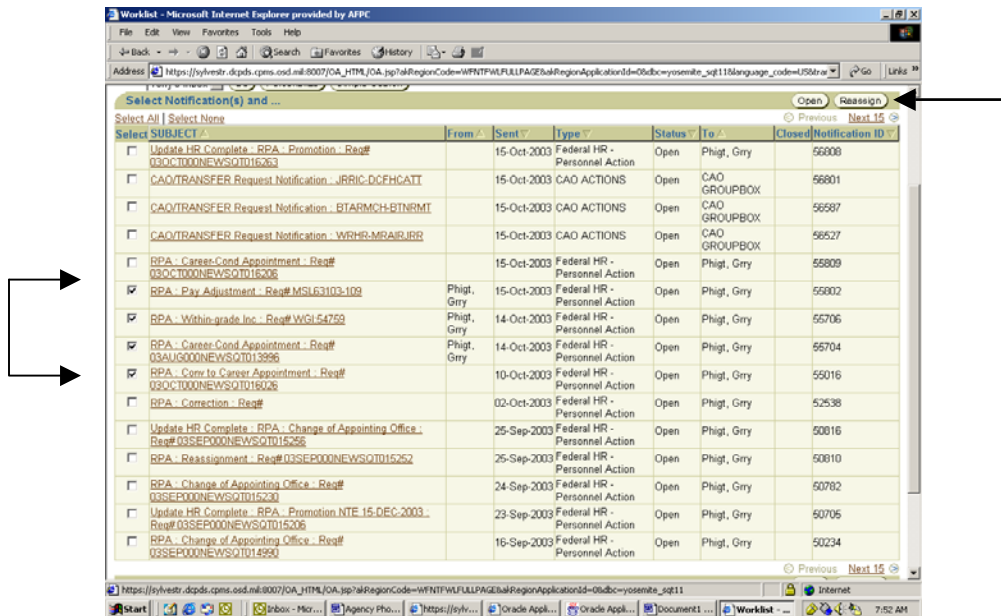


Batch Reassignment RPA's

Family Pack F release has a new feature that allows the reassignment of multiple RPAs to be routed in a "batch" format without having to "open" the RPA. The new functionality allows routing of multiple RPA's to any other user within your Workflow Routing Group. The ability to route multiple RPA's to a group box is not available at this time, but a TAR is being submitted to allow that functionality. To <Reassign> RPA's from your Workflow Inbox to another user in your Routing Group use the following procedure:



Step 1:

Open Workflow Inbox, select the RPA's to be reassigned by clicking the check box to the left of the RPA. Click the <Reassign> button

Step 2:

When the Workflow Search page opens, all the selected RPA's will be identified in the Subject area of the page. Click on the flashlight to search for the name of the user you want to reassign the selected RPA's to.

The screenshot shows the Oracle Workflow Reassignment form. The 'Subject(s)' field contains the text 'RPA : Career-Cond Appointment : Req# 03OCT000NEWSQT016206'. The 'Reassign' section has a search icon (flashlight) and two radio buttons: 'Delegate authority for responding to this notification' (selected) and 'Transfer ownership of this notification'. There is a 'Comments' text area and a message that says 'Message will display with each reassigned notification.' At the bottom, there are 'Return to Workflow', 'Cancel', and 'Submit' buttons.

Step 3:

You can search by Display Name (Phigt, Grry) or User Name (WHITEA). Identify data in your search criteria, click <Go>. Select the appropriate user from the Results by clicking the radio dial in front of the name. Click the <Select> button.

Search and Select: Reassign

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: User Name (selected) whitea Go

Results

Select Display Name	User Name	Originating System
<input checked="" type="radio"/> Phigt, Grry	WHITEA	Employee

[Personalize Notification Reassign To LOV](#)

Step 4:

The user selected has been inserted in the "Reassign" box. Any information entered in the Comments field will appear on all of the selected RPA's.

ORACLE Workflow

Close Window Preferences Help

Subject(s) • RPA : Career-Cond Appointment : Req# 03OCT000NEWSQT016206

* Reassign Phigt, Grry

☒ Delegate authority for responding to this notification
☐ Transfer ownership of this notification

Comments: Please process this appointment first

Return to Worklist

Cancel Submit

Close Window Preferences Help Personalize Region

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NOTE: The Delegate authority and the Transfer ownership radio dials perform the same exact function. Selecting either of the two will transfer ownership of the RPA from the user sending the RPA to the user receiving it.

Reassigned RPA's will appear in the Workflow Inbox of the assigned user. Receiving user will have the name of sender in the "From" column.

Select SUBJECT	From	Sent	Type	Status	To	Closed/Notification ID
<input type="checkbox"/> Update HR Complete - RPA - Promotion - Req# 03OCT000NEWSQT016263		15-Oct-2003	Federal HR - Personnel Action	Open	Phigt, Grry	56808
<input type="checkbox"/> CAO/TRANSFER Request Notification - JRRIC-DCPHCATI		15-Oct-2003	CAO ACTIONS	Open	CAO GROUPBOX	56801
<input type="checkbox"/> CAO/TRANSFER Request Notification - RTARMCH-BTNMT		15-Oct-2003	CAO ACTIONS	Open	CAO GROUPBOX	56587
<input type="checkbox"/> CAO/TRANSFER Request Notification - WRHR-MRAIRJR		15-Oct-2003	CAO ACTIONS	Open	CAO GROUPBOX	56527
<input type="checkbox"/> RPA - Career-Cond Appointment - Req# 03OCT000NEWSQT016206	Phigt, Grry	15-Oct-2003	Federal HR - Personnel Action	Open	Phigt, Grry	56809
<input type="checkbox"/> RPA - Pay Adjustment - Req# MSL63103-109	Phigt, Grry	15-Oct-2003	Federal HR - Personnel Action	Open	Phigt, Grry	55902
<input type="checkbox"/> RPA - Within-grade Inc. - Req# WGI 54759	Phigt, Grry	14-Oct-2003	Federal HR - Personnel Action	Open	Phigt, Grry	55706
<input type="checkbox"/> RPA - Career-Cond Appointment - Req# 03AUG000NEWSQT013996	Phigt, Grry	14-Oct-2003	Federal HR - Personnel Action	Open	Phigt, Grry	55704
<input type="checkbox"/> RPA - Conv to Career Appointment - Req# 03OCT000NEWSQT016026	Phigt, Grry	10-Oct-2003	Federal HR - Personnel Action	Open	Phigt, Grry	55016
<input type="checkbox"/> RPA - Correction - Req#		02-Oct-2003	Federal HR - Personnel Action	Open	Phigt, Grry	52538
<input type="checkbox"/> Update HR Complete - RPA - Change of Appointing Office - Req# 03SEP000NEWSQT015256		25-Sep-2003	Federal HR - Personnel Action	Open	Phigt, Grry	50816
<input type="checkbox"/> RPA - Reassignment - Req# 03SEP000NEWSQT015252		25-Sep-2003	Federal HR - Personnel Action	Open	Phigt, Grry	50810

Remarks input when Reassigning RPA's appear in the Notification under "History".

ORACLE Workflow

RPA : Career-Cond Appointment : Req# 03OCT000NEWSQT016206

From: **Phigt, Grry**
 To: **Phigt, Grry**
 Sent: **15-Oct-2003 08:33:14**

Notification ID: **55809**

History: **Delegated: From Phigt, Grry To Phigt, Grry: Process this appointment first. TW**

Name / POI:
 Effective Date : Proposed Effective Date : ASAP
 Current Status : INITIATED
 Routing Group : CIVDODHR - CDA ROUTING GROUP
 Date Received : 15-OCT-2003 Date Initiated : 15-OCT-2003
 Organization :
 NOA Family : Appointment
 First Action Requested : 101 - Career-Cond Appointment